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ABSTRACT

Supporting performance objective 77 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing tabulated information, such as tables, columns, or rows of figures are included in this packet. (The packet is the eighth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include seventeen learning activities (some of which have various problems relating to the specific subject of the activity), two check-out activities, and an instructor's evaluation guide for the check-out activity. The instructor's manual consists of a lengthy narrative for a filmstrip. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155416

TYPING
TABULATED INFORMATION

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 77 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

Many types of reports and information are not suited to presentation in paragraph or manuscript form. Tabulation is a method of typing information in columns. The column format is easy to understand and can usually be read quickly. When it is necessary to locate information--especially statistical information--tabulated columns provide a quick, easy format for reference.

PERFORMANCE OBJECTIVE

Given two types of edited, rough-draft tabular copy (such as a balance sheet, an itinerary, a bid, a budget, or an agenda) and instructions for typing, you will demonstrate your ability to type the copy in usable form. A checklist will be used to rate your performance. All applicable items must receive an acceptable rating.

PERFORMANCE GUIDE

The following is a general performance guide to aid you in typing tabulated information in columnar form. Specific performance guides are provided in the individual Learning Activity sections.

1. Select appropriate supplies.
2. Make necessary typewriter adjustments.
   a. set margins
   b. adjust line space regulator
   c. set appropriate tabs
3. Insert paper into typewriter and type copy.
4. Proofread carefully, correct all errors, and remove copy from the typewriter.

LEARNING ACTIVITIES

General Directions for Learning Activities: You will need the following items for these activities. Obtain the items before you begin viewing the filmstrip program.

typewriter
instruction manual for your typewriter
ruler
pen (preferably black ink)
pencil
plain typing paper
scissors or paper cutter

Learning Activity No. 1

Locate the operative parts of the typewriter when instructed to do so in the filmstrip program. The instruction manual that came with the typewriter you will be using for this program will enable you to find the parts that you may not be familiar with. Place a check in the blank when you have completed each activity.

____ Locate the margin scale.

____ Locate the position indicator.

STOP. Return to filmstrip program.

Learning Activity No. 2

____ Find the center point on the margin scale.

STOP. Return to filmstrip program.

Learning Activity No. 3

____ Locate the centering scale.

STOP. Return to filmstrip program.

Learning Activity No. 4

____ Draw a facsimile of the centering scale on a sheet of typing paper.

____ Using a ruler, mark inches and quarter inches as shown on the centering scale.

STOP. Return to filmstrip program.

Learning Activity No. 5

____ Place special marks on the centering scale you have drawn indicating the guides for a sheet of regular typing paper.

STOP. Return to filmstrip program.

Learning Activity No. 6

____ Locate the paper edge guide on your typewriter.

STOP. Return to filmstrip program.

Learning Activity No. 7

Insert in the blank provided the number that appears on the left side of the paper when the paper is centered in the typewriter.

Since the centering scale on most typewriters is marked in increments of quarter inches, write your answer to the nearest quarter inch--the first problem is given as an example.

1. regular typing paper 4¼
2. small envelope _____
3. large envelope _____
4. postal card _____
5. baronial (half size) stationery _____
6. executive stationery _____
7. government stationery _____
8. legal size paper _____
9. index card (inserted long edge on left) _____
10. index card (inserted short edge on left) _____

STOP. Return to filmstrip program.

Learning Activity No. 8

Fill in the blanks with the correct word: Horizontal or Vertical

1. When a person is lying down, the body would be in the ____ position.
2. When a person is standing up, the body would be in the ____ position.
3. The lines on this television are running in a ____ direction.
4. The lines on this television are running in a ____ direction.
5. This is a ____ line.
6. This is a ____ line.
7. The stripes on this dress are ____.
8. The stripes on this dress are ____.

STOP. Return to filmstrip program.

Learning Activity No. 9

Horizontal centering will provide even left and right margins for each line typed.

PERFORMANCE GUIDE for horizontal centering:

1. Center typing paper in the typewriter using the centering scale.
2. Move margins to extreme left and right edges of the paper.
3. Clear all tab stops.
4. Set a tab stop at the center point.
5. Place the position indicator at center point. (Use the tab key to arrive at this position each time.)
6. Backspace once for each two characters in the line. Remember that odd characters are not considered.

   Example: (line with even strokes)

   Are you ready to go?
   1 2 3 4 5 6 7 8 9 10
   Backspace 10 times.
   Then type the line.

   Example: (line with odd strokes)

   I am ready to go/
   1 2 3 4 5 6 7 8
   Backspace 8 times.
   Then type the line.

7. Single, double, or triple space between sentences as directed in the specific problem.

8. When doing practice problems, you can fold the paper vertically to see if the lines are centered correctly. If the typed copy is centered horizontally the vertical fold line will fall at the center of each line.

PROBLEM 9-A

Center each of these lines horizontally on a sheet of regular typing paper. Double space the body. Begin typing on Line 7.

SEASONS OF THE YEAR

Spring
Summer
Fall
Winter

PROBLEM 9-B

Using the same sheet of typing paper used in Problem 9-A, insert it with the short edge against the paper guide and retype Problem 9-A centering each line horizontally. Follow the same directions.

PROBLEM 9-C

Using a half sheet of typing paper, insert it with the short edge against the paper guide and center each line horizontally beginning on Line 7. Space lines as indicated.

You Are Invited
SS
To A
SS
Bridal Shower
DS
for
SS
Miss Elaine Fowler
DS
at
SS
White Stone Methodist Church
DS
From 2 p.m. till 4 p.m.
SS
Monday, April 7

PROBLEM 9-D

Repeat problem C using the back of the half sheet. Insert the paper with the long edge against the paper guide.

STOP. Return to filmstrip program.

Learning Activity No. 10

Vertical centering provides even top and bottom margins. You have just completed some problems wherein you learned to type each individual line so that it has even left and right margins. To center information vertically on the page, follow this performance guide:

PERFORMANCE GUIDE for vertical centering:

1. Determine the number of lines available for typing.

   This step will depend on the make of your typewriter. Most typewriters have six vertical line spaces per inch. There are some models, however, that have five vertical line spaces per inch.

   You can determine the scale for your typewriter by inserting into the typewriter a piece of typing paper which has been marked off in inches. Space down one inch as you count the number of line spaces.

If you find that you have six vertical line spaces per inch, a sheet of typing paper will have 66 vertical line spaces (11 x 6 = 66). There are 66 lines available for typing.

How many lines would be available for typing if a regular sheet of typing paper were inserted with the short edge against the paper guide?

Did you say 51? (8½ x 6 = 51)

2. Once you have determined the number of lines available for typing, the next step is to determine the number of lines that will be used for the problem. Remember to count one blank line space for double-spaced lines and 2 blank line spaces for triple-spaced lines.

3. Subtract the number of lines used from the number of lines available.

4. Divide your answer from Step 3 by 2.

   The answer for Step 4 will give you the number of lines that should be above center and below center.

   (Remember to ignore fractions in mathematical computations for typing problems.)

5. One final step is necessary for the material to be exactly centered. You must add 1 line space to the answer you obtained in Step 4.

   For example, if you found that 10 line spaces should remain blank you should begin typing on line 10 + 1 or line 11.

The five steps listed above will help you to center information at the exact vertical center of a piece of paper. There is another method of vertical centering called READING POSITION.

Reading position is a method of vertical centering in which you will leave a larger bottom margin. Reading position is a well balanced format for many types of problems.

To determine reading position, you will follow steps 1-4 as given for exact vertical centering. After Step 4:

5. Subtract 2

6. Add 1

Your bottom margin will now be larger than the top margin on the problem.

Learning Activity No. 10, continued

PROBLEM 10-A

Center this problem vertically and horizontally on a sheet of regular typing paper. Double space the lines.

Seasons of the Year (all caps)

Spring
Summer
Fall
Winter

(You can check the placement of this problem by folding the paper horizontally. The horizontal fold should fall half way between the problem.)

PROBLEM 10-B

Using the back of the paper used in problem A, insert the sheet with the short edge against the paper guide. Retype Problem A in Reading Position.

PROBLEM 10-C

Using a half sheet of typing paper, insert it with the short edge against the paper guide and center the following problem vertically and horizontally.

You Are Invited
To A
Bridal Shower
for
Miss Elaine Fowler
at
White Stone Methodist Church
from 2 p.m. till 4 p.m.
Monday, April 7

PROBLEM 10-D

Redo problem C on the back of the half sheet. Insert the paper with the long edge against the paper guide in reading position.

STOP. Return to filmstrip program.

Learning Activity No. 11

Information may be centered horizontally using the longest line in a given problem. When centering horizontally according to the longest line, you will need to set a left margin. Follow these steps in horizontal centering according to the longest line.

PERFORMANCE GUIDE for centering according to the longest line:

1. Center the paper in the typewriter using the centering scale. Move the position indicator to center point.
2. Determine the longest line in the problem.
   for example:
   Sunday
   Monday
   Tuesday
   Wednesday*

   *Wednesday is the longest line in this problem.

3. From the center point, backspace once for each two characters in the longest line.
   (in the example above you would backspace 4 times)
4. Set the left margin at the point you stop backspacing.
5. Type each line beginning at the margin setting.

PROBLEM 11-A

Using paper cut to 5 x 8 inches, center the following problem vertically and horizontally according to the longest line. Double space the items.

gold
silver
burnt orange
forest green
maroon
lavender
mellow yellow

PROBLEM 11-B

Using the same paper used in Problem A above, insert it with the short edge against the paper guide and center the following problem. Single space items.

There are times
when we are happy.
There are times
when we are sad.
Let's remember them both
For the sake of growth.
--Jane Snapp

*Typing Hint: To have a line end at the same point as the longest line, put the typewriter at the position of the last character of the longest line and backspace once for every character except 1.

PROBLEM 11-C

Using a half sheet of paper, insert it with the short edge against the paper guide and center the following problem vertically and horizontally according to the longest line. Double space the items.

Chevrolet
Ford
Dodge
Pontiac
Volkswagon

PROBLEM 11-D

Using the same paper as in Problem C above, insert it with the long edge against the paper guide and center the following problem. Double space the lines.

Peter, Peter, Pumpkin eater,
Had a wife and couldn't keep her.
Put her in a pumpkin shell,
And there he kept her very well.
--copied

STOP. Return to filmstrip program.

Learning Activity No. 12

When centering a problem that contains a title, the title is centered as an individual unit. Follow the performance guide for centering an individual line (Learning Activity No. 9) for titles. Then the body may be centered according to the longest line or each line may be centered individually.

PROBLEM 12-A

Using a half sheet inserted short edge against paper guide, center the following problem. Use the longest line to center the body. DS the items in the body. Type the title in all caps. Triple space after the title.

TYPES OF CARS

Chevrolet
Ford
Dodge
Pontiac
Volkswagon

PROBLEM 12-B

Insert the paper used in Problem A with the long edge against the paper guide and center the following problem.

Title: My Favorite Nursery Rhyme

Body: Twinkle, twinkle little star.
How I wonder where you are.
Up above the world so high
Like a diamond in the sky.
--copied

STOP. Return to filmstrip program.

Learning Activity No. 13

PERFORMANCE GUIDE for centering columns of information:

1. Center the paper in the typewriter using the centering scale.
2. Move the margins to the extreme left and right edges of the paper.
3. Clear all tab stops.
4. Determine the vertical placement to find the first line of writing.
5. Center the title (and subtitle if given).
6. Find the long[illegible]line in each column.
7. Determine th[illegible]mber of spaces to be used between columns (usually an even number of spaces).
8. Count the number of spaces used acr[illegible] the page (counting the number of spaces in the longest line of each column and the spaces between each column.)
9. Divide the total spaces by 2.
10. Backspace from center point the number of spaces determined in Step 9.
11. Set the left margin at the point backspacing ends.
12. Space forward from the left margin once for each character in the longest line in the first column plus once for each space left between columns 1 and 2.
13. Set Tab No. 1.
14. Space once for each character in the next column and for each space between the columns.
15. Set next tab.
16. Repeat Steps 14 and 15 until a tab stop has been set for each column in the problem.

PROBLEM 13-A

Center the following columns horizontally and vertically on a sheet of regular typing paper. Leave 6 spaces between columns.

January		April*		July		October
February*		May		August		November
March		June		September*		December*
8	6	5	6	9	6	8

*longest line in column

Typing Hint: Columns can be centered mathematically or they may be centered at the typewriter by backspacing and forward spacing as you count.

PROBLEM 13-B

Center the following problem vertically and horizontally on a half sheet of paper inserted with the short edge against the paper guide. SS items. Use 8 spaces between columns.

Months of the Year

January	May	September
February	June	October
March	July	November
April	August	December

PROBLEM 13-C

Center the following problem on a half sheet of paper inserted short edge against the paper guide. DS items. Use 8 spaces between columns.

Days of the Week

Sunday	Wednesday	Thursday
Monday		Friday
Tuesday		Saturday

Typing Hint: When a row is incomplete, such as in column 2 above, tap the tab key twice to arrive at the next entry.

STOP. Return to filmstrip program.

Learning Activity No. 14

Some centering problems may involve using a specific area of the paper instead of the entire sheet of paper. In these cases, you will have to determine the center of the area in which you will be centering the information. For example, on a form with a boxed-in area you may need to center a word within the enclosed area. Therefore, the centering will depend on the size of the area—not the center of the paper itself.

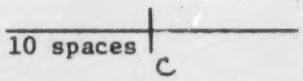
PERFORMANCE GUIDE for centering within a specific area:

1. Center the paper in the typewriter and align the printed copy with the alignment scale on the card holder.
2. Clear all tab stops.
3. Place the position indicator at the left edge of the area in which the information will be typed.
4. Using the space bar, count the number of spaces in the given area.
5. Divide the number found in Step 5 by 2.
6. The answer for step 5 is the number of spaces you must space over from the left edge of the area to arrive at the center of the area.
7. From center point, backspace once for each two characters that are to be typed in the area.
8. At the point the backspacing ends, begin typing.

Example: This line contains 20 spaces:

_____

½ x 20 = 10 spaces (center point)



To center this name on the line, backspace 8 times.

Mary Ellen Jones
1 2 3 4 5 6 7 8

Mary Ellen Jones

PROBLEM 14-A

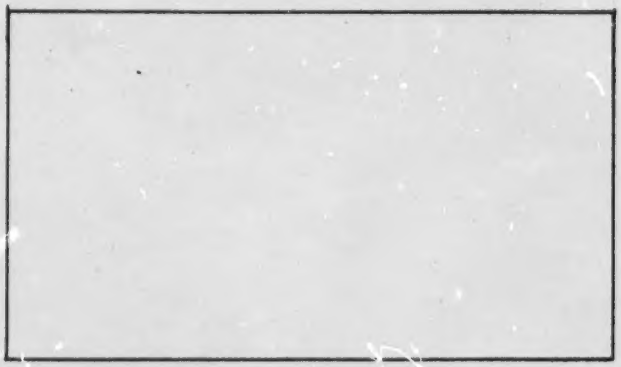
Center the typed copy as shown in the areas provided.

Center your name on this line:

_____

PROBLEM 14-B

Center your name within this area:
(vertically and horizontally)



PROBLEM 14-C

Center the heading "cats" over this printed column:
(Insert this sheet of paper into your typewriter.)

Siamese
Alley Cat
Persian
Calico

PROBLEM 14-D

Center the heading "Types of Trees" over this printed column:

Pine
Oak
Poplar

STOP. Return to filmstrip program.

Learning Activity No. 15

Type the following tables with columnar headings as shown.
Decide on suitable spacing between columns.

PROBLEM 15–A

Title: Careers/for/Business Majors (diagonals represent throw of carriage to next line)

Body:

Accounting Major	Stenographic Major	Clerical Major
Accounting Clerk	Secretary	Mailing Clerk
Accountant	Stenographer	Filing Clerk
Cashier	Machine Transcriber	Typist

PROBLEM 15–B

Title: Dogs Classified/by/Coat Length

Body:

Long Coat	Medium Coat	Short Coat
St. Bernard	Poodle	Dalmation
Collie	Pekingese	Beagle
Fox Terrier	Siberian Husky	Hound

PROBLEM 15–C

Title: No. of Students Graduating/By Majors

Body:

Year	Home Econ.	Office	General	Total*
1970	28	25	87	140
1971	27	32	73	132
1972	18	23	67	108
1973	23	22	76	121

*When typing numbers, always check totals for accuracy.

STOP. Return to filmstrip program.

Learning Activity No. 16

The problem below for typing ruled tables is given as an example of the correct spacing used.

CAREERS
FOR
BUSINESS MAJORS

DS (Leaves 2 blank lines)

Accounting Major	Stenographic Major	Clerical Major
Accounting Clerk	Secretary	Mailing Clerk
Accountant	Stenographer	Filing Clerk
Cashier	Machine Transcriber	Typist

Typing Hint: Notice that a double space before an underscore leaves two blank lines; however, a double space after an underscore leaves one blank line.

A single space before an underscore leaves one blank line.

PROBLEM 16-A Retype the problem in the example above on a half sheet of paper, inserting short edge against paper guide. Space as shown.

PROBLEM 16-B Retype problem 15-B using typed lines as shown above.

PROBLEM 16-C Retype problem 15-C as shown above.

STOP. Return to filmstrip program.

Learning Activity No. 17

The problem below for typing boxed tables is given as an example of the correct spacing used. (Remember to use an odd number of spaces between columns in boxed tables.)

CAREERS
FOR
BUSINESS MAJORS

DS

Accounting Major → 3	Stenographic Major	Clerical Major ↓DS ↓SS
Accounting Clerk Accountant Cashier	Secretary Stenographer Machine Transcriber	↓DS Mailing Clerk Filing Clerk Typist ↓SS

PROBLEM 17-A Retype the problem above using the spacing indicated. 5 spaces were used between the columns in this problem.

PROBLEM 17-B Type Problem 15-B using vertical and horizontal lines as shown above.

PROBLEM 17-C Type Problem 15-C using vertical and horizontal lines as shown but for this problem also use the vertical lines on the left and right margins.

Checkout Activity No. 1
for
TYPING TABULATED INFORMATION

Type the following announcement on a half sheet of paper inserted with the short edge against the paper guide. Center each line individually. TS between each line.

Clerks' Monthly Inservice Meeting

Monday, August 24

8:30 a.m. until 5:00 p.m.
in the departmental cafeteria

PLEASE BE PRESENT!

Checkout Activity No. 2
for
TYPING TABULATED INFORMATION

Type the following table in correct format with columnar headings. SS the body of the table.

Schedule of courses for Office Occupations Majors

Sophomore Year	Junior Year	Senior Year
English	English	Business English
World History	Typing II	Shorthand II
Typing I	Shorthand I	Office Procedures
Business Math	Accounting I	Accounting II
Elective	U. S. History	Elective

Name _____

Instructor's Evaluation Guide
for

Typing Tabulated Information

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Type tabular materials, such as tables, columns, or rows of figures.

ACTIVITY CHECK-OUT ACTIVITY 1	Evaluation	
	Acceptable	Unacceptable
1. Balanced copy vertically.		
2. Balanced copy horizontally.		
3. Used appropriate spacing between columns.		
4. Centered any columnar headings over columns.		
5. Typed heading and sub-headings in specified format.		
6. Used single, double, or triple spacing as appropriate.		
7. Corrected all errors neatly.		
8. Typed vertical and horizontal lines (if directed to do so).		

Name _____

Instructor's Evaluation Guide
for

Typing Tabulated Information

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Type tabular materials, such as tables, columns, or rows of figures.

ACTIVITY CHECK-OUT ACTIVITY 2	Evaluation	
	Acceptable	Unacceptable
1. Balanced copy vertically.		
2. Balanced copy horizontally.		
3. Used appropriate spacing between columns.		
4. Centered any columnar headings over columns.		
5. Typed heading and sub-headings in specified format.		
6. Used single, double, or triple spacing as appropriate.		
7. Corrected all errors neatly.		
8. Typed vertical and horizontal lines (if directed to do so).		

TYPING
TABULATED INFORMATION

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 77 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

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Narration
for
TYPING TABULATED INFORMATION

1. During the filmstrip program, you will be instructed to stop the projector and cassette player at certain points to answer questions and complete problems in the Learning Activities. Be sure that you have read the directions for the Learning Activities before you begin this program.

   You will hear this signal (GIVE TONE) when the projector and cassette player should be stopped. Do not stop the equipment until you hear the tone.

2. To help you understand what is meant by balance and symmetry, take a look at these examples which are not balanced nor symmetrical.

3. These lines are not centered vertically.

4. This paper was inserted incorrectly into the typewriter. See how crooked the typed copy is in relation to the edges of the paper.

5. These lines were not centered horizontally on the paper.

6. When you take the time to type information, you want it to look professional, whether it is a report, a table, a form, or a business letter. Even though the examples were slightly exaggerated, would you be proud to submit work such as that represented in the last few frames?

7 What do you think a prospective employer would think of your ability if this quality of typed copy were presented as a sample of your work?

8. By this time, you should understand the importance of developing your skill in preparing typed material that looks professional. The material you type not only represents your ability, but it also represents the standards of the business that employs you. Only if you can maintain the standards a business has established will you be considered for employment.

9. Probably the first typing lesson you had included instruction on the correct procedure for inserting paper into the typewriter. It was necessary that the typing paper be inserted properly so the margins could be determined using the center point on the margin scale.

10. The margin scale has a center point marked to indicate the center of the typing line when the paper is centered in the typewriter. Locate the margin scale on your machine, using the instruction manual that came with your typewriter. Complete Learning Activity No. 1 at this time. Do not continue to Learning Activity No. 2 until directed to do so. TONE

11. The center of the typing line may be 50, 51, 42, 65, or any other point on the margin scale, depending on the make and model of the typewriter you are using. Locate the center point on the margin scale of the typewriter you are now using. Complete Learning Activity No. 2 at this time. TONE

12. Another scale that you must become familiar with is the centering scale. This is another group of numbers that will aid you in centering paper in the typewriter. The centering scale should look something like the scale pictured in this slide. Using the instruction manual for your typewriter, locate the centering scale on your typewriter. Complete Learning Activity No. 3 at this time. TONE

    When you insert a sheet of paper into the typewriter, align it so the numbers on this centering scale appear at the top of the paper as shown in this slide.

    Notice that there is an "O" indicating the center point of the centering scale. The numbers on each side of the "O" begin with the number "1" and increase toward the left and toward the right.

    The space between each of these numbers on the scale represents 1 inch.

13. Guides are generally marked on the centering scale for inserting regular typing paper that is 8½ inches wide.

    The centering scale is marked in such a way that when 8½ inch wide paper is centered in the typewriter, the number appearing on the left and on the right edges of the paper will be (4¼ + 4¼ = 8½). Check the scale to see how the 4¼ inch mark appears on your typewriter. It may look similar to the one pictured in this slide. Complete Learning Activities No. 4 and 5 at this time. TONE

14. The paper edge guide is a moveable lever which helps you to insert paper into the typewriter evenly. With the help of your instruction manual, locate the paper edge guide on your typewriter. Complete Learning Activity No. 6. TONE

15. To center 8½ inch wide paper in the typewriter, position the paper edge guide in line with the 4¼ inch mark on the centering scale. Then insert the paper behind the platen with the left edge against this guide.

16. The paper will be centered in the typewriter and the center point on the margin scale will indicate the center of the line of writing on the typing paper.

17. Not all paper on which you will be typing will be of the same width. There are many different sizes of stationery and cards used in the problems you will encounter during your typing career. The principle for centering odd-sized paper in the typewriter is the same as for centering 8½ inch paper. Once you learn how to center one piece of paper you will have no problem centering paper of any size. The centering scale can be used to center any paper size in the typewriter.

    Since the space between each number on the centering scale represents 1 inch, what would be the width of a piece of paper that is centered and has the number 3 on each edge?

18. Did you say 6 inches? (3 + 3 = 6)

    What is the width of a sheet of paper that has the number 5½ on each edge when centered in the typewriter?

19. Did you say 11 inches? (5½ + 5½ = 11)

20. The instructor will provide several pieces of paper of different sizes that you will center in the typewriter using the centering scale as explained in the previous slides. Complete Learning Activity No. 7 now. TONE

21. Centering typed information on the page requires that you understand the difference between horizontal and vertical centering.

22. Horizontal centering refers to centering information across the page so the left and right margins are balanced.

23. It may help you to remember that horizontal is like the horizon—it spreads from west to east (left to right).

24. Vertical centering refers to centering information up and down on the page so the top and bottom margins are balanced.

25. When a person is standing, the body is in a vertical position.

    Stop the projector and cassette player at the tone and complete Learning Activity No. 8. TONE

26. Now that you understand the directions represented by horizontal and vertical, we will begin with a centering problem in which each line is centered horizontally on the page. You will be told the first line of typing for these problems; therefore, you will not be concerned with vertical centering at this time.

    Centering each typed line horizontally will provide an even left and right margin for each line. In the *Student's Manual,* you are given a Performance Guide for centering each line horizontally. At the tone, stop the equipment and complete Learning Activity No. 9 using the Performance Guide. TONE

27. The next activity you complete will require that you center typed copy vertically on the page. Centering vertically means that the top and bottom margins will be even.

    The Performance Guide for centering vertically can be found in Learning Activity No. 10 in your *Student's Manual.* Complete these problems at this time. TONE

28. The practice of centering each typed line horizontally on the page can be time consuming. For many types of problems, it is preferable to select the longest line and center the entire copy according to this longest line. Wintergreen is the longest line in this column, having 11 spaces.

    Centering typed copy according to the longest line provides final copy that is well balanced and simple to type. Turn to Learning Activity No. 11 in your *Student's Manual* and complete the problems provided for centering according to the longest line. TONE

29. The next group of problems you will prepare involve centering a column under a heading. Titles and subtitles make up the heading and are centered individually, not as part of the body. The items in the column are centered according to the longest line in the column, excluding the heading.

30. Titles are usually typed in all capitals. Subtitles, when used, are typed in initial caps. A triple space is left after the last line of the heading.

Turn in your *Student's Manual* and complete Learning Activity No. 12, TONE

31. When typing tables, you will be expected to center several columns of typed information across the page. Remember the exercises you completed in which you centered a column according to the longest line? Well, typing tables involves the same principle except now there are blank spaces to consider that separate the longest line in each column.

32. To type several columns, find the longest line in each column, count the number of spaces between each column, and add the number of spaces used.

33. Once you find the number of spaces used across the page, divide this number by two. Dividing by two provides the number of spaces that will be typed to the left of center point and the number of spaces that will be typed to the right of center point.

    It makes sense that if half the spaces used are to the left of center and half of them to the right of center the typed information will be centered on the page.

34. Typing information in columns requires the use of the tab set and tab key.

35. Tabs are set because the columns of information are actually typed in rows across the page. The tab key is used to speed the movement from one column to the next.

36. Let's say that you are typing a table with 8 spaces between each column. Without the tab key, you would have to strike the space bar 8 times between each column. But, by simply striking the tab key all 8 spaces are skipped with one movement.

    Setting tab stops will be explained in the Performance Guide of your next group of activities. However since this procedure is sometimes hard to understand, the next few slides will provide a visual demonstration of how tab stops are set when typing tables.

37. In the sample problem we will use a table with three single spaced columns and 10 spaces between each column. This table will be typed on a half sheet of paper.

    Determine the first line of writing for this table, then go to the next slide for the answer.

38. Did you figure that you would begin typing on line 14? (33 available lines minus 16 lines used = 27 blank lines; 27 divided by 2 leaves 13 blank lines for top and bottom margins; add 1 to 13 to find the line of writing–line 14)

39. Beginning on line 14, you would center the heading, which in this problem consists of only a one-line title. You would then triple space after the title and position the space indicator at center point.

    How many spaces are used across the page in this problem?

40. Did you say 59 spaces? (add 14+10+11+10+14)

41. Divide 59 by 2 to determine how many spaces you backspace from center to set the left margin. You would backspace 29 spaces and set the left margin at this point.

    The left margin setting is the point at which the first column begins.

42. To determine the tab setting for the second column, you would space from the left margin once for each character in the longest line of column No. 1 and once for each space between column 1 and column 2.

43. The tab stop would be set how many spaces from the left margin in this problem?

44. Did you say 24 spaces? How many times would you space over from this tab stop to set the tab stop for the next column?

45. Did you say 21 spaces? You should see by now that to set the tab stops for columns in a table, you first determine the left margin setting.

46. Once the left margin has been determined, you simply space once for each character in the longest line and once for each blank space between columns to set the next tab stop.

47. One last thing to remember when typing columns of information. Type across the page typing one row at a time. Type Row 1. Throw the carriage.

    Type Row 2. Throw the carriage.

    Type in this manner until you have completed the table. Turn in your *Student's Manual* and complete the exercises on typing tables in Learning Activity No. 13. TONE

48. The next category of centering problems involves centering information within any given area on a sheet of paper. There may be times when you need to center within a boxed area...

49. . . .center on a printed line. . .

50. . . .or center columnar headings over columns.

51. Each of these problems requires that you first determine the number of lines available for typing. For example, when centering on a typed line, count the number of spaces the line contains; then divide by two to find the center of that line.

52. Once you find the center of any given area, such as this line, simply backspace from that center point once for each two characters that you will be typing in the area. As shown in this slide, center point minus two positions the amount centered on the line.

    Complete Learning Activity No. 14 to practice centering typed copy in a given area. TONE

53. Columnar headings are not the same as main headings on a table. The main heading refers to the subject of the entire table. Main headings may be composed of a main title and a subtitle.

    Columnar headings refer to only the information in a specific column. Columnar headings are centered over each individual column. The columnar heading may contain the same number of spaces as the longest line in the column.

54. The columnar heading may be shorter than the longest line in the column or. . .

55. The columnar heading may be longer than the longest line in the column.

56. When the columnar heading is shorter than the longest line in the column, you must center the columnar heading over the area of the column. This is done after the tab stops have been set for the entire problem.

57. When the columnar heading is the longest line in the column, the tab stop is set according to the heading since it is the longest line. The items in the column are then centered under the columnar heading and a new tab stop is set once typing begins within the column area.

    Complete the problems provided in Learning Activity No. 15 for practice in typing tables with columnar headings. TONE

58. Ruled tables are tables that are typed with horizontal lines separating the different sections of the table. The lines may be drawn with a black ink pen or typed using the underscore key.

59. Notches on the card holder are helpful when using a black ink pen to draw horizontal lines in a table.

    When using these notches to draw lines, you must become familiar with the method of positioning these notches at the point you desire on the typed copy. If your typewriter indicator is on 50, then you must space over one half inch with the space bar and down one half inch with the platen knob or index key to position the notch on the card holder at 50.

60. Using a pica machine, therefore, you would strike the space bar 5 spaces and roll the paper up 3 line spaces (if the typewriter had 6 vertical line spaces to an inch).

61. Using an elite machine, you would space over 6 times and roll the paper up 3 line spaces.

62. To draw horizontal lines with a black ink pen, you could clear all tab settings and depress the tab key to move to the right; or you could use the return key to move the pen toward the left. Either way, it will take practice to keep your pen moving smoothly with the card holder without letting the pen jump out of the notches.

63. When drawing lines on a ruled table, end the drawn lines even with the longest line of typed copy on the left and right margins. Use the ratchet release lever to draw double lines. You can then engage the lever to return to the original line of writing. Practice drawing lines as you complete Learning Activity No. 16. TONE

64. Boxed tables are typed with horizontal and vertical lines. The vertical lines may be typed by turning the paper sideways once the table has been typed and typing the lines using the underscore key.

65. The vertical lines may also be drawn with a black ink pen using the notches in the card holder and moving the paper with the platen knob or the index key.

66. When drawing vertical lines in a table, you should use an odd number of spaces between columns. The vertical line will have the same number of spaces before and after it and will look centered.

67. Boxed tables may be closed on the left and right sides. When the sides are closed with vertical lines, the horizontal lines should extend beyond the first and last columns by at least two spaces. In this way, the vertical lines will not be flush against the typed copy.

    Turn to Learning Activity No. 17 and practice typing boxed tables. After practicing the tables, complete Checkout Activities 1 and 2. Turn these in to your instructor for evaluation.

68. THE END